

## TRAVEL EXPENSE CLAIM

See Instructions and "Privacy  
Statement On Reverse Side"

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STD 262 (REV 6/93) (DHS Electronic)

CLAIMANT'S NAME <b>John C. Duncan</b>		SSAN OR EMPLOYEE NUMBER		DEPARTMENT <b>Industrial Relations</b>	
CB/ID NUMBER		DIVISION OR BUREAU <b>Director's Office</b>		INDEX NUMBER	
HEADQUARTERS ADDRESS <b>455 Golden Gate Avenue, 10th Fl.</b>		TELEPHONE NUMBER			
STATE <b>CA</b>	CITY <b>San Francisco,</b>	STATE <b>CA</b>	ZIP CODE <b>94102</b>		

(1) MONTH/YEAR		(3)	(4)	(5) MEALS		(6)	(7) TRANSPORTATION						(8)	(9)
5	2009			O.T., L/T, N/C, RELO. OR DINNER	INCIDENTALS		(A)	(B)	(C)		(D)			
(2)	DATE	TIME	LOCATION WHERE EXPENSES WERE INCURRED			LODGING	BREAK- FAST	LUNCH	COST OF TRANS	TYPE USED	CARFARE TOLLS PARKING	PRIVATE CAR USE MILES	AMOUNT	BUSINESS EXPENSE
1	0700		Tiburon to Sacramento;						PC P	10.00				
	1900		return						T	4.00	184	101.20	115.20	
5	0700		Tiburon to Sacramento;						PC P	20.00				
	1900		return						T	4.00	184	101.20	125.20	
8	1400		San Francisco to Novato						PC T	5.00				
	1700										21	11.55	16.55	
11	0700		Tiburon to Sacramento;						PC P	20.00				
	1900		return						T	4.00	184	101.20	125.20	
12	0700		Tiburon to Sacramento;						PC P	22.50				
	1900		return						T	4.00	184	101.20	127.70	
13	1100		San Francisco to						PC P	6.50				
	1500		Burlingame; return								28	15.40	21.90	
14	0700		Tiburon to Oakland to San						PC P	28.50				
	2100		Francisco; return						T	4.00	46	25.30	57.80	
19	0700		Tiburon to Sacramento;						PC P	18.00				
	1900		return						T	4.00	184	101.20	123.20	
20	0700		Tiburon to Sacramento;						PC P	20.00				
	1900		return						T	4.00	184	101.20	125.20	
21	0700		Tiburon to Sacramento;						PC P	12.00				
	1900		return						T	4.00	184	101.20	117.20	
26	0700		Tiburon to Sacramento;						PC P	12.00				
	1900		return						T	4.00	184	101.20	117.20	
27	0700		Tiburon to Sacramento;						PC P	20.00				
	1900		return						T	4.00	184	101.20	125.20	
(10)	SUBTOTALS									234.50	1751	963.05	1197.55	
COLUMN CODE (ACCTG USE ONLY)														
CLAIM TOTAL											1751		\$1,197.55	

(11) PURPOSE OF TRIP, REMARKS, AND DETAILS (Attach receipts/vouchers when required)								(12) NORMAL WORK HOURS	
5/1: Mtg. at the State Capitol & LWDA; worked from DIR Sacramento office; 5/5: Mtgs at LWDA; worked from Sacramento DIR office; 5/8: Presentation: Marin Business & Community Leaders; 5/11: Meeting at the State Capitol & LWDA; worked from DIR Sacramento office; 5/12: Meeting LWDA; worked from DIR Sacramento office; 5/13: Presentation: NoCal Workers Comp Forum; 5/19: Presentation: San Bernardo Area Chamber of Commerce; worked from DIR Sacramento office; 5/20-21: Mtg. at the State Capitol & LWDA; worked from DIR Sacramento office; 5/26: Meeting with Assemblymember; worked from DIR Sacramento office; 5/27: worked from Sacramento DIR office								(13) PRIVATE VEHICLE LICENSE NUMBER	
CALSTARS CODING								(14) MILEAGE RATE CLAIMED	
FY	INDEX	OBJ	AG	PCA	#REF!	PROJ-WP		\$0.550	
AGENCY/AGENCYING OFFICE								PAID BY REVOLVING FUND CHECK NO.	
(15) I HEREBY CERTIFY That the above statement is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used, and if mileage rates exceed minimum rate, I certify that the cost of operating the vehicle was equal to or greater than the rate claimed, and that I have requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753, and 0754 pertaining to vehicle safety and seat belt									
CLAIMANT'S SIGNATURE								DATE	
(16) SIGNATURE OFFICER APPROVING TRAVEL & PAYMENT								DATE	

(17) SPECIAL EXPENSE AUTHORIZATION - SIGNATURE AND TITLE (See item 17 in Instructions)

DATE